

Procurement Files Policy - 6.10.P (12/15/99)

[Last Update: \(12/15/99\) ABachicha:dal - 6.10.P.0](#)

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This policy has been reformatted for placement on Sandia's External Web site.

Background - 6.10.P.1

Procurement documents, including contracts, POs, Ordering Agreements (OA), OA orders, GSA orders, ICOs, FAOs, leases and other agreements, are maintained by each responsible Procurement Department. The files are kept by the terminal digit method according to procurement document number.


Policy - 6.10.P.2


It is SNL's policy to maintain file documentation which is appropriate to the value of the procurement and is adequate to establish the propriety of the transaction and the price paid. The

SCR is responsible for the adequacy of a procurement file. Methods of maintaining and monitoring files after placement are at the discretion of each Department Manager. Procurement file accessibility will be determined by the Department Manager.

Procurement files, with the exception of the overflow file are maintained in the responsible Procurement Department until they are sent to the Close-out Center (changed from a Status 1 - Open to a Status 2 - Pending Final Audit). Files are retained in the Close-out Center until final close-out. They are then sent to the Recorded Information Management Department for storage for the balance of the retention period.

Send feedback on ideas and information on this page to the Process Expert, Adolph Bachicha.

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